

Authentisign

- First thing to do is hit the plus sign above the word new to start a new authentisign transaction
- Next you will be prompted if you want to create a new signing or create using a transaction

Cancel

Create New Signing

Continue

☒ Create New Signing:

* Signing Name:

This option allows you to create a new Authentisign.

☐ Create using a Transaction:

-- Select a Transaction --

This option allows you to import selected data from a Transaction of your choice.

- Next is the 1st step of setting the transaction up, you can edit the signing name or hit the plus sign for Advanced Options
- Advanced options allows you to set up as a sign in line (one at a time in the order specified) or Simul-Sign which is first come first serve in the signings. Can also set a expiration date on the transaction and how often you receive reminders

⊖

☒ Step 1: Details

* Signing Name:

⊖

 Advanced options:

Participant Order: ☒ Sign In-line - Signing Participants sign in order.
☐ Simul-Sign - First come first serve.

Expiration Date: ☒ Do not set an expiration date.
☐ Set this signing to expire on at 11:59 PM

Reminders: ☒ Do not send reminders.
☐ Send reminder in hour(s). Repeat reminder every hour(s).

- Step 2 you click the plus sign next to contacts you will be prompted to add contacts. You can add a new contact, add from contact list, add yourself, or if you based the signing on a transaction you can use the transaction contacts

Cancel

Add Participants

Add New Participant

Transaction: Test0619

Add From Contacts

Add Yourself

- Once contact is added you can customize there contact information. Make sure the correct email address, role and signing Pin is entered in. Email message is optional

Cancel

Add New Participant

Add

* Type: ☒ Remote Signer ☐ In-Person Signer ☐ Reviewer ☐ CC Only

* Name:

Dan

Fortin

English

* Email:

dfortin@instanetsolutions.com

* Role:

Signing PIN:

Email Message:

Company:

Address:

City: State:

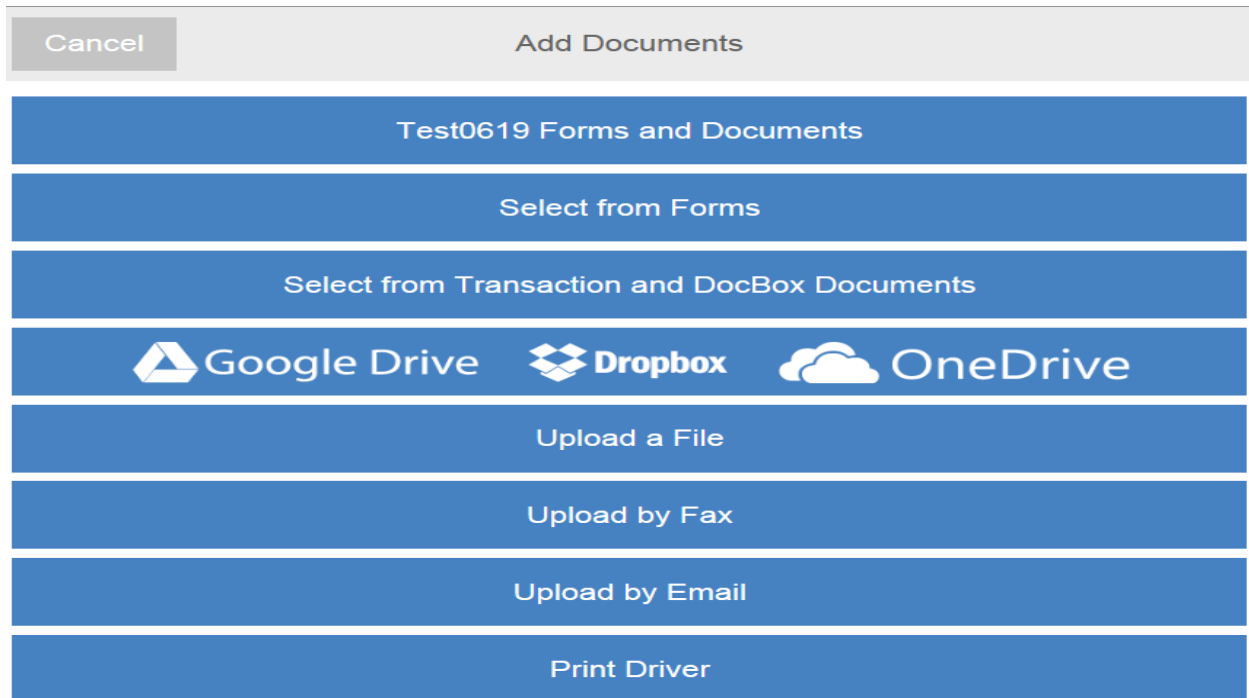
Alabama (AL)

Zip Code: Country:

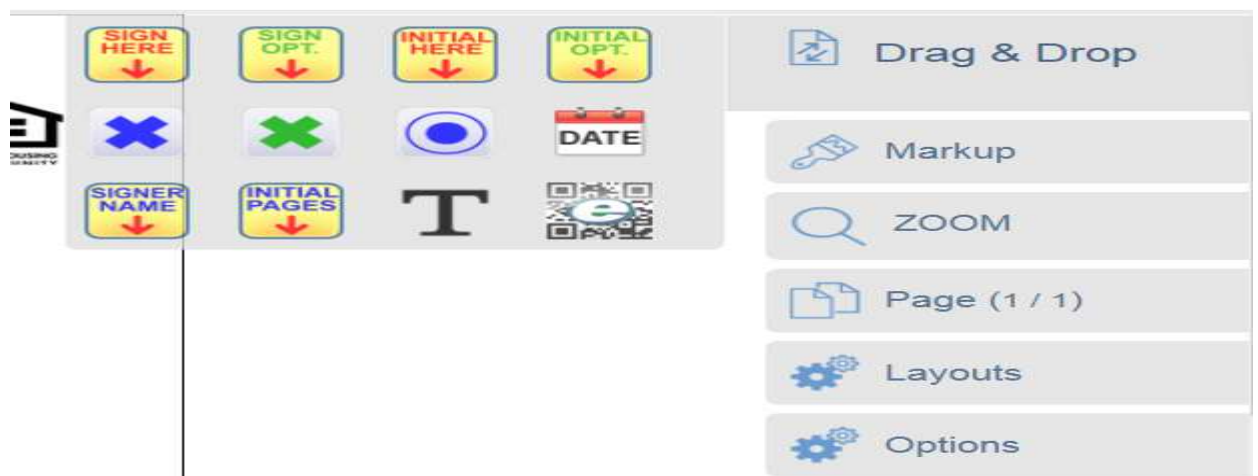
United States

Phone: Fax:

- Step 3 is uploading documents to the transaction, once you click the plus sign, it will prompt you one where to upload the documents from



- Print driver is an authenticsign printer that can send documents directly to it from printing anywhere on your computer.
- Step 4 design, this is where you design the form by placing the signatures you need or initial boxes in the correct spots, when placing the Drag & Drop items if you right click on a item once placed on the document it will give you additional options depending on that icon example Sign Here when right click you can add a time stamp, date stamp, name block etc.




- Markup is handy tool for highlighting or adding text boxes etc., Zoom lets you zoom in and out, Page lets you cycle through the pages or use the drop down box to jump several pages ahead. Layouts gives you the ability to save the work you did as a layout template for future forms or apply an already saved template to the form you are working on.
- Once you are done with the design you need to hit the blue arrow pointing to the right. You will then be prompted by a screen which asks if you would like to finalize and send the invitation, if you need to make a correction just hit cancel make the correction and then hit the button start signing at the bottom.

| | | |
|--------|------------------------|-------------------------------|
| Cancel | Finalize Signing Setup | Finalize and Send Invitations |
|--------|------------------------|-------------------------------|

You have successfully completed the creation of this signing.

Note: In the case that an email address of one of the signing parties needs to be updated or changed prior to signing simply follow the instructions below:

- From the Authentisign home page, select the name of the signing.
 - Beside the email address of the participant, select the [Edit] link. (This option is only available until the participant authenticates).
 - Change the email address and select the 'Save Participant' button.
- Once sent depending how you set up the signing the first contact on the list will receive email, they have to just click start signing in the email message to be directed to the authentisign.



Signing Participant Invitation


Attention: **Addyson Marino**(dfortin@instanetsolutions.com)

This email is an Invitation to participate as a signing party in an Authentisign E-signature document signing.

Signing Information:
Name: **Test0619**

Click the image below to get started. You will be required to create your password, confirm your identity and accept the terms of service and consumer disclosure.

If you do not see the image below, [click here](#) to begin the signing process.



[Click here to Sign](#)

This invitation was sent to you by:

Dan Fortin
Email: dfortin@instanetsolutions.com

- When you are directed back to authentisign you will first be directed to the user set up screen. First step is to create your signature and initials or choose from selected fonts

Step 1: Accept/Modify your Signature

Created:6/20/2014 12:13:43 PM

Name: Addyson Marino [\[Edit Personal Details\]](#)

Type: Buyer

Language: English

Instant Ink

or

Select Font Style

Addyson Marino

AM

- Second step is to confirm/create their password and confirm with the signing pin created in the authentisign transaction

Step 2: Confirm your Password

Username: dfortin@instanetsolutions.com

Password:

[Forgot Password? Click here.](#)

Signing PIN: 1234

[Forgot PIN? Click here.](#)

- Third step is to agree to the terms and services and for the use of your signature electronically, you also have the option of printing off the disclosure in the bottom left hand corner

Step 3: Accept TOS, EULA, ABP and Consumer Consent Disclosure

Instant Solutions for the sole purpose or use by you or the Authentisign service offered by Instant Solutions (the "Service"). Instant Solutions and You may be referred to herein as the "Parties". When using the Service, You agree to be bound by and subject to any guidelines, policies, rules or additional terms applicable to the Service which Instant Solutions may communicate to You or post from time to time on the Authentisign.com website. These guidelines, policies, rules or additional terms are considered included as part of this Authentisign Service End User License Agreement (this "Agreement"). Instant Solutions reserves the right to amend this Agreement from time to time and will post material changes to this Agreement on its web site. If you continue to use the Service once Instant Solutions has

[Print/Download TOS,EULA and Agreement Between Parties](#)

I agree to and approve the electronic representation of my Signature and Initials for use when signing any and all documents in this Authentisign E-Signature process.

☒ I Agree

Consumer Consent Disclosure

By proceeding and selecting the "I Agree" toggle button option corresponding to the Consumer Consent Disclosure section on the Authentisign Signature Creation Wizard you are agreeing that you have reviewed the following consumer consent disclosure information and consent to transacting business electronically, to receive notices and disclosures electronically, and to utilize electronic signatures.

[Print/Download Consumer Consent Disclosure](#)

I agree to and approve the Terms Of Service, End User License Agreement, Agreement between Parties and the Consumer Consent Disclosure.

☒ I Agree

- Once that is complete you just need to click the button that say confirm and accept in the upper right hand corner

Exit and Sign Later

Authentisign

Confirm and Accept

Step 1: Accept/Modify your Signature

Created:6/20/2014 12:13:43 PM

Step 2: Confirm your Password

Step 3: Accept TOS, EULA, ABP and Consumer Consent Disclosure

- Authentisign
Progress: 0%

Start
Reject
Exit

Authentisign
14D16-4806-4856-B52E-4E89023C551

SIGN HERE

RENTAL APPLICATION – Application Fee is \$ per adult and is **Non-Refundable** #003C

List ALL Occupants, regardless of age

| First | Middle | Last | Birth Date | Social Security# | Driver's License | Cell Phone | Home Phone |
|--------|--------|------|------------|------------------|------------------|------------|------------|
| asdfas | asdf | asdf | asdf | Adityson Marino | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

ZOOM

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Options

Help

- A screenshot of the 'Sign and Submit' dialog box. The 'Complete' button is highlighted in blue. A tooltip is visible over the 'Complete' button, showing two options: 'Complete Signing' and 'Stay and Review', both in blue text.

- Authentisign**
-
- Thank you for using the Authentisign system!
- Attention: **Addyson Marino**
- You have successfully completed your portion of the Authentisign E-Signature Process
- Test0619**
- ID: 94D14D16-4806-4896-B5DE-4E69B023C551**
- Authentisign will now process the document and distribute it to the next signing participant. If you are the last person in the signing process then the final document will be distributed to all of the signing parties.
- The signing dashboard will show the progress of the signing along with the complete history.
- [Click here](#) to access the signing process dashboard displaying the progress of the current Authentisign process.
- If you have any questions regarding this Authentisign process please contact:
- Dan Fortin**
- Phone:**
Fax:
Email: dfortin@instanetsolutions.com
- If you have questions regarding how Authentisign works please visit www.authentisign.com.

- If you were a reviewer on the account you will receive email notification every time someone signs, if you are just CC'd you will not receive an email until the final revision is complete (last person signed) The email for the reviewer will look similar to this



Signing Action

Attention: **Dan Fortin**

An action has taken place in your signing.

Signing Information:

Name: **Test0619**

Action Details:

Action: **Document Accepted**

Date: **06/20/2014 12:27**

IP Address: **192.168.0.208**

Participant Details

Has accepted and signed.

Name: **Addyson Marino**

Participant ID: **53ACACA4-1BAF-4FC1-B6CD-D952B2BFBA94**

The Authentisign service is one of Instanet Solutions online paperless document services. Instanet Solutions has been online since 1998 and currently has over 400,000 licensed real estate professional using our online paperless document management services.

For more information please visit Instanet Solutions at www.instanetsolutions.com.

- If you were CC'd on the email once Everyone has signed and finalized you will receive an email similar to this one, the reviewer and the others involved in the signing will receive the same email as well.

Authentisign Signing Final Revision Test0619

Dan Fortin <secure@TestSmtg.Authentisign.com>

Sent: Fri 6/20/2014 1:33 PM

To: Dan Fortin

Message Test0619.pdf (127 KB)



Signing Document Delivery

Attention: **Dan Fortin**

This notification is letting you know that the Authentisign E-Signature Process:

Name: **Test0619**

has been successfully reviewed and signed by all parties.

A copy of the final signed version of the document is attached to this email.

To download a copy of the certificate of validation and completion [Click Here](#).

The Authentisign service is one of Instanet Solutions online paperless document services. Instanet Solutions has been online since 1998 and currently has over 400,000 licensed real estate professional using our online paperless document management services.

For more information please visit Instanet Solutions at www.instanetsolutions.com.